

Thank you for choosing the City of Antioch for your project. This application brochure contains important information regarding the process, required plans, and application/consent forms.

PURPOSE AND REQUIREMENTS

The City's General Plan provides direction on how the City intends to develop and represents the long-term vision for land uses. In order to modify components of the General Plan, particularly those relating to land use, an amendment to the General Plan is required. For rezoning requests, a General Plan amendment must be heard prior to a public hearing. By State law, the City is allowed to change a required element of the General Plan a maximum of four (4) times per year.

PROCESS

Step 1 - Project Consideration:

A prospective applicant should review the General Plan and zoning requirements for the proposed project with Planning Division staff. You will typically be given a copy of the application at this time.

Step 2 – Pre-application Conference:

A pre-application conference is required. Prior to this meeting, the team of staff members that will be assigned to your project will be chosen including representatives of the Planning, Engineering, and Building Divisions. These staff members will be with you throughout the life of your project and are a valuable resource as questions arise. The pre-application conference is your opportunity to receive comprehensive information from each Division regarding City requirements. You will also be given information on which outside agencies to consult prior to submitting your application such as the Fire Department or Environmental Health.

A pre-application conference can be scheduled by contacting the Planning Division at 925.779.7035.

Step 3 – Submit your Application:

Please make an appointment with your assigned staff member (contact information provided at pre-application conference) to submit your application. Necessary forms and material checklists are provided in this brochure.

Step 4 – Processing the Application:

Staff will check your application for completeness against the requirements contained in the following pages. You will receive either a complete or incomplete letter from staff. **Please note that the "complete" letter marks the point your application is deemed to be complete for processing timelines.** An "incomplete" letter will provide documentation of items that must be submitted/resubmitted prior to your project being deemed complete.

Please be aware that planning applications will be automatically withdrawn if an applicant receives an incomplete letter and does not resubmit a substantive response within 120 calendar days. The Zoning Administrator may grant a written extension for up to an additional 90 calendar days when the applicant shows good cause for an extension. Delays due to circumstances outside the applicant's reasonable control will be considered good cause to grant the extension.

Environmental review will start once the application is complete. State Law requires that all applications processed by the City be in compliance with the California Environmental Quality Act, known as CEQA. Your assigned staff member gave you preliminary information about what type of CEQA document is expected to be required for your project.

Your plans will be routed to departments and divisions within the City and to applicable outside agencies for review and comment. Your assigned staff member will contact you with a summary of the comments that are received.

At this point, depending on the comments, your project will either require adjustments or responses to comments or will be ready to be scheduled for a hearing(s).

Timing of a General Plan amendment application is variable, largely depending on the type of CEQA document required. A project requiring a Negative Declaration or Mitigated Negative Declaration could take six months. A project requiring an Environmental Impact Report could take as long as one year. Timelines start from the time an **application is deemed to be complete**.

Step 5 -- Public Hearings:

General Plan amendment applications require public hearings. Property owners within 300 feet will be notified of the hearing, and the notice will also be published in the newspaper. General Plan amendment applications are subject to review by the Planning Commission which will make a recommendation to the City Council. The City Council will make the final determination regarding your project.

At the hearings staff will present a summary of your project and the recommendation. Staff will take clarification questions from the hearing body. The selected project spokesperson will then have 10 minutes to speak. This can be the property/business owner, design professional, or any other person best suited to explain your proposal and answer questions. All other persons wishing to speak regarding your item will then have an opportunity to speak. This includes members of the public who may support or oppose your project. Once all speakers are heard, the project representative will have an opportunity for a five-minute rebuttal. **Prior to your hearing, you are strongly encouraged to read and understand all conditions staff have proposed for your project.** These conditions may have significant impacts on project cost and timeliness.

After the public has spoken on the item the public hearing will be closed and the hearing body will discuss the item. A decision will be made to do one of the following:

1. Approve or conditionally approve the project.
2. Postpone action pending receipt of additional information or amended plans.
3. Deny the application.

**CITY OF ANTIOCH
GENERAL PLAN AMENDMENT APPLICATION**



APPLICATION SUBMITTAL CHECKLIST (If the General Plan amendment request is combined with requests for other actions on the project, such as a Rezone, Use Permit and/or Design Review, please also refer to the submittal requirements for those applications. They can be found at www.antiochplanning.com.)

- **SIGNATURES.** Application forms submitted and signed, including:
 - Development Application
 - Statement of Understanding

- **DEPOSIT.** The City of Antioch deposit is \$10,000.00 and appropriate State Department of Fish and Game fee, if applicable. Staff charges time and materials to your project account monthly. You will receive a bill for services based on an hourly rate as identified in the Master Fee Schedule. The initial deposit is not a fee and monthly charges will not be drawn from this deposit. Actual charges may be in excess of the deposit. The deposit will be returned at the conclusion of the process after all invoices have been paid. If invoices are not paid on a monthly basis, processing will be terminated until all past due amounts have been paid. Costs to prepare environmental documents or necessary studies are required to be paid by the applicant up front.

- **PROJECT DESCRIPTION.** A detailed written summary (on a separate sheet and attached to the application) describing the characteristics of the proposal and the necessity of a General Plan amendment. The description should also include a specific discussion as to why the request merits consideration.

- **TITLE REPORT.** Title report prepared within the past three months, that includes a legal description of the parcel(s) involved in the amendment request. The legal description must be complete and correct, as it will be used in legal notices.

- **ENVELOPES.** Stamped (not metered postage) # 10 sized envelopes for all property owners within a 300-foot radius of the project site. Do not address the envelopes; this will be done by staff. Prior to application submittal contact Planning staff (925-779-7035) to confirm the number of envelopes you will need to submit.

- **VICINITY MAP.** Seventeen (17) copies of a vicinity map to scale showing the parcel(s) to be considered for the General Plan amendment. This map shall also show the adjoining parcels and their present General Plan designation.

- **PHOTOS.** Several photos of the project site and adjacent development with the location noted.

ATTACHMENTS

- A. Application Form
- B. Statement of Understanding

**CITY OF ANTIOCH
DEVELOPMENT APPLICATION**



Site Location	
Assessor's Parcel No. (s)	
Total Acreage	
Brief Description of Request:	

PROPERTY OWNER OF RECORD	
Name	
Company Name	
Address	
Phone #	
Email	
Signature	

APPLICANT	
Name	
Company Name	
Address	
Phone #	
Email	
Signature	

**CITY OF ANTIOCH
DEVELOPMENT APPLICATION**



AGENT/DESIGNER	
Name	
Company Name	
Address	
Phone #	
Email	
Signature	

ANY OTHER PERSON THAT YOU WOULD LIKE THE CITY TO NOTIFY OF THE PUBLIC HEARING	
Name	
Company Name	
Address	
Phone #	
Email	
Signature	

FOR OFFICE USE ONLY	
Date Received:	File No.:
Title:	Account No.:
Type of Application:	Notes:

PLEASE SIGN AND RETURN WITH YOUR APPLICATION

STATEMENT OF UNDERSTANDING

In signing this Statement of Understanding in conjunction with the attached application to the City of Antioch, Department of Community Development for Project:

I understand that charges for materials and staff time spent processing this application will be billed monthly and is based on an hourly rate as identified in the current fiscal year fee schedule. Application processing includes but is not limited to plan checking and processing, meetings, phone calls, research, email, and staff report preparation. Further, I understand that my initial deposit is not a fee and actual charges may be in excess of the deposit. The deposit will be returned to me at the conclusion of the process after all invoices have been paid. If invoices are not paid on a monthly basis, processing will be terminated until all past due amounts have been paid. Failure to pay invoices on a monthly basis may also result in an application being deemed incomplete; postponement of hearings or meetings; and/or inability to obtain a building permit.

I assume full responsibility for all costs incurred by the City in processing this application.

Further, I understand that approval of my project is NOT guaranteed and may be denied. In the case of a denial, I understand that I am still responsible for all costs incurred by the City in processing this application.

I hereby authorize employees, officials and agents of the City of Antioch to enter upon the subject property, as necessary, to inspect the premises and process this application.

DATE: _____

NAME: _____

SIGNATURE: _____

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Property owner signature for authorization to enter property and process the application. This is required only if the applicant is not the property owner.

DATE: _____

NAME: _____

SIGNATURE: _____